
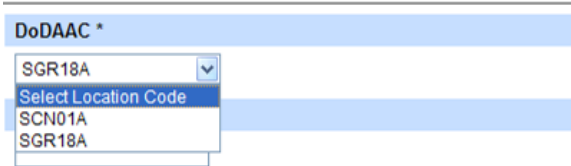
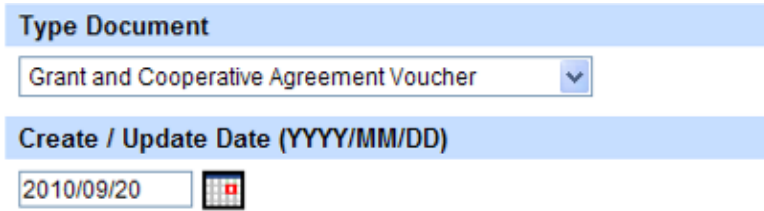



Approving a Grant and Cooperative Agreement Voucher

Overview The Grant and Cooperative Voucher, like the cost voucher, has its own special role. The grant approver role is limited to only working Grant documents, but is the only step between submission and payment.

Procedure Follow the steps below to approve a Grant and Cooperative Agreement Voucher.

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Click on Approval Folder.</p> <p>Grant Approver</p> <ul style="list-style-type: none">Approval FolderHistory Folder by DoDAACHistory Folder by UserApproval Hold FolderRecall - Action Required FolderPure Edge Folder <p>Note: The Search Criteria Screen appears.</p>
3	<p>Choose the appropriate DoDAAC.</p> 
4	<p>Select the Grant and Cooperative Agreement Voucher from the Type Document drop-down menu.</p> 
5	<p>Select the Submit button.</p> 

Continued on next page

Approving a Grant and Cooperative Agreement Voucher

Procedure The steps below are continued from the previous page.
(continued)

Step

Action

6

Select the **Invoice Number** of the document you would like to view.

Purge	Hold	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
		BVN2007	2010-08-09	G2010-08-09	Submitted		H	\$315,782.15
		BVNL101	2009-06-02	G2009-06-02	Submitted		H	CAD 6,895.00
		BVNL102	2009-06-02	G2009-06-02	Submitted		H	CAD 6,895.00
		BVN0010	2010-07-16	G2010-07-16	Submitted		H	\$75,324.24
		BVNQ122	2010-10-13	G2010-10-13	Submitted		H	\$75,324.24
		BVN6003Z	2010-09-22	G2010-09-22	Submitted		H	\$550.00
		BVN0003	2010-07-23	G2010-07-23	Submitted		H	\$679.00

7

Select the **Line Item** tab to review the CLINS associated with this document.

Grant Approver - Grant and Cooperative Agreement Voucher

HeaderLine ItemACRNsAddressesMisc. InfoPreview Document

Contract Number	Delivery Order	Voucher Number	Voucher Date
W58RGZ10CDJ01		BVN0003	2010/07/20

Total:679.00

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
NONE	NONE	VP	1	EA	679.00	679.00

AAI

SDN

ACRN

CA

Description

no clin

8

Once you have reviewed the Line Items return to the **Header** tab.

Grant Approver - Grant and Cooperative Agreement Voucher

HeaderLine ItemACRNsAddressesMisc. InfoPreview Document

Contract Number	Delivery Order	Issue Date
W58RGZ10CDJ01		

Voucher Number	Voucher Date	Final Voucher	Invoice Received Date
BVN0003	2010/07/20	N	2010/07/23

Vendor Invoice Number	Service Start Date	Service End Date
	2010/06/01	2010/06/30

Summary of Detail Level Information

Total

1 CLIN/SLIN(s)

\$ 679.00

0 Miscellaneous Amount(s)

\$ 0.00

Document Total: \$ 679.00

Continued on next page

Approving a Grant and Cooperative Agreement Voucher


Procedure (continued) The steps below are continued from the previous page.

Step	Action
9	<p>Scroll to the bottom of the page.</p> <p>Check the Approve and Certify, or the Reject to Initiator box (If the document is to be rejected then comments must be added on the Misc. Info tab).</p>
10	<p>Enter the date or click the calendar icon for the Signature field.</p>
11	<p>Select the appropriate date from the calendar pop-up.</p>
12	<p>Select the Signature button.</p>

Continued on next page

Approving a Grant and Cooperative Agreement Voucher

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
13	<p>Enter the Password and click the Continue button.</p> <p>WAWF Password Confirmation</p> <div> <div>User ID</div> <div>DFASgovt</div> </div> <div> <div>Password *</div> <div></div> </div> <hr/> <div> <div>Next</div> <div>Previous</div> <div>Help</div> </div>
14	<p>Click the OK button on the pop-up message to submit the document.</p> <div> <div>Microsoft Internet Explorer</div> <div>  <p>The document is now signed. The document still must be submitted. Please click OK to submit now automatically or click Cancel to submit after reviewing the document.</p> <div> <div>OK</div> <div>Cancel</div> </div> </div> </div>
15	<p>View the successful submission system message screen.</p> <p>Success</p> <hr/> <div> <p>The Grant and Cooperative Agreement Voucher was successfully approved. It has been processed via EDI.</p> </div> <div> <div>Contract Number</div> <div>Delivery Order</div> <div>Voucher Number</div> </div> <div> <div>W58RGZ10CDJ01</div> <div>BVN0003</div> </div> <p>Email sent to Vendor: hq-wawf@dfas.mil Email sent to Vendor: wawfvend@dcma.mil Email sent to Pay Official: hq-wawf@dfas.mil</p> <p>Send Additional Email Notifications</p> <p>Wed Oct 20 07:47:24 MST 2010</p>